

15 February 1966

OSA
DETACHMENT H
SECURITY ANNEX

1. Security, being a function of command, is a basic responsibility of the Detachment Commander. To assist the Commander in discharging this responsibility a professional Security Staff will be provided and will report directly to the Commander. Project Headquarters will establish security policies, provide broad direction on procedures and, when necessary, furnish guidance to ensure maximum security for the Detachment's assets and operations.

2. The security responsibilities of the Detachment Commander involve, but are not limited to:

a. Translating the security policies and broad directions provided by Project Headquarters into specific security procedures for employment at the Detachment H operating site and its staging locations;

b. Building the specific security procedures into an integrated Detachment Security Program for the protection of Detachment personnel and physical assets;

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c. Developing an appropriate Security Manual complete with exhibits, portraying the Detachment Security Program. This is to facilitate, as appropriate, reviews of the basic dimensions of the Detachment Security Program by responsible Project Headquarters representatives.

d. Advising Project Headquarters in advance of significant contemplated changes in the Detachment Security Program.

e. Assuring, by liaison and coordinating activities, that the Detachment Security Program is consistent with the regulatory issuances of the host government and those of other U. S. Government Agencies in the country.

3. In the realm of personnel security, the Detachment Security Program shall ensure that:

a. All U. S. Government and indigenous participants in Detachment activities will have full Security Access Approvals as granted by Project Headquarters. An authority to grant interim Security Access Approvals ("clearances") for indigenous personnel is vested in the Detachment Commander. (See paragraph 3.d.(4) below.)

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b. Briefings and debriefings will be developed to guide the Security Staff in indoctrinating the Detachment members and approved visitors on relevant portions of the Detachment Security Program. Added together, these briefings and debriefings will constitute the Security Education Program of the Detachment. The Security Manual for the Detachment will contain, in addition to the briefing texts, guidelines on the timing and Headquarters approvals necessary, if any, for the execution of the briefings.

(1) Detachment members or approved visitors, immediately upon their first arrival at the Detachment's operating site, will be given a comprehensive briefing on the Detachment's general security and cover requirements. At the conclusion of such a briefing the new arrival will sign a statement attesting to his having been briefed on the basic ground rules. This is to preclude misunderstandings at a later date.

(2) The Detachment's members will be briefed prior to Headquarters-approved foreign travel

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from the Detachment on subjects to include:
emergency contacts; off-limits areas; avoidance
of travel over or within risk-of-capture areas;
personal conduct and individual security
responsibility. This restriction does not apply
to [REDACTED]

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(3) Each Detachment member functioning as a
courier will be briefed prior to courier travel
on subjects to include: use of credentials and
orders; appropriate contacts en route; receipting
procedures; nature and classification of cargo;
and possible use of weapons.

(4) Each Detachment participant contemplating
an activity (marriage, speeches, publications, club
memberships, etc.) that could have security and/or
cover implications to the Detachment will be
briefed on the relevant regulations and procedures
to be followed in seeking Project Headquarters
approval.

c. All security violations occurring in the Detach-
ment will be investigated by the Detachment Security
Staff and the results forwarded to Project Headquarters.

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(1) The penalties imposed following security violations should correspond as closely as possible to those in existence at Project Headquarters.

(2) A single violation, if serious enough, can be the cause of a Detachment member's removal from the program.

d. The investigative activities will follow these general guidelines.

(1) Except where crisis conditions prevail, all proposals to investigate nationals of the host country will be forwarded to Project Headquarters for advice and guidance prior to the initiation of any investigative activity. This requirement does not apply to the routine investigative traces instigated by the Organization's [REDACTED] for the benefit of the Detachment.

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(2) The products of investigative activity will be treated with maximum security safeguards and their distribution limited to the Detachment Commander and the staff members of the Detachment

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Security Staff. Cable traffic containing such information will bear the caveat [REDACTED]

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(3) All proposals for the release of investigative or security information to indigenous or other U. S. Government Agencies in the country will be forwarded to Project Headquarters for adjudication.

(4) Indigenous service types (laborers, perimeter guards, char force, truck drivers, etc.) can be provisionally cleared on the basis of a favorable local security investigation conducted in accordance with the requirements established by Project Headquarters. Such personnel will be supervised and controlled constantly by Detachment employees. Such monitoring of these indigenous personnel will apply whenever they are in or near the Detachment areas. Under no circumstances are they to be permitted access to planning or operational areas or other locales where classified information or materials may be available. The Detachment Security Staff will advise Headquarters

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promptly concerning the granting of provisional clearances for indigenous service types. At the time of this notification to Project Headquarters there will be furnished appropriate biographic information on the subjects of the investigations including results of traces and local investigations. Upon receipt of such information, Project Headquarters will take action to grant the final Security Access Approval consistent with the subject's use.

e. The behavior of all Detachment participants will be above reproach at all times. In this connection, it is imperative that Detachment personnel comply with the laws and regulations of the host country and the military authorities representing the United States in such countries. The highly sensitive nature of the Detachment's mission makes it necessary that Detachment personnel generally adhere to exemplary standards of behavior in their private as well as the official lives. It is impossible to delineate completely a code of ethics which can be made to apply to all situations under all circumstances and, in the final analysis, there must be

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a great deal of reliance upon individual discretion and good judgment. Prevention and avoidance of acts of misconduct and unacceptable behavior will be emphasized and if these measures are unsuccessful in certain cases, corrective action will be taken promptly, impartially and constructively. Each Detachment participant is expected to observe the spirit as well as the letter of the laws and regulations relating to prohibited activities.

(1) Unauthorized disclosure of any information concerning Detachment activities is forbidden. The acquisition of intrinsically classified information which an employee does not need-to-know also violates good security practice.

(2) Off duty, Detachment members must conduct themselves at all times in a manner which will not bring disgrace or disrepute or attention on themselves or the Detachment.

(3) Detachment members will avoid intimate association with the Organization's [REDACTED]
[REDACTED]

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4. In the realm of physical security, the Detachment Security Program will ensure that:

a. All Detachment resources, human and physical, will be provided the utmost protection to preclude the loss, compromise or penetration of these resources.

b. In its efforts to preclude sabotage, penetrations, unauthorized observations, losses or compromises of any kind, the Detachment's Security Staff will be ever alert to the maintenance of the Detachment's cover.

c. The movement of all Detachment documents and materials will be handled by properly trained and briefed security couriers.

d. Proper storage facilities and areas will be available to the Detachment at its primary and alternate operational sites so that each type of material is protected in accordance with its intrinsic sensitivity and vulnerability.

(1) Special attention should be given to firearms to avoid their being handled by other than properly trained personnel.

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(2) Special attention should be given to munitions, explosives and fuels for safety and fire prevention reasons.

(3) Special care must be taken to avoid cover compromises that might accrue through the stamping or marking of documents or materials as an aid to their secure storage.

(4) Particular care should be taken over the issuance and use of credentials and identification documents by Detachment participants at all of the Detachment's operational sites. Loss or misuse of credentials or identification documents will be reported immediately to Project Headquarters.

e. Each security milestone in the tour of a Detachment member will be recorded in a file maintained by the Chief of the Detachment Security Staff. Such items will include: executed secrecy agreements; memoranda of understanding and reports of security violations. Copies of the most noteworthy of the above will be forwarded to Project Headquarters at the discretion of the Chief of the Detachment Security Staff.

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f. Generally, all visits to the Detachment and its operating sites by other than the regular Detachment personnel will receive prior approvals and certifications by Project Headquarters. Only in emergency situations should the Detachment Commander allow visits without such prior approvals and certifications.

g. A document destruction program will be operative in the Detachment and its operational sites.

5. It will be a major responsibility of the Chief of the Detachment Security Staff to provide Project Headquarters with timely information on the security and cover posture of the Detachment.

a. A monthly report will be prepared by the Chief of the Detachment Security Staff and forwarded to Project Headquarters. Such reports will contain statistical summaries of the Detachment Security Staff's operations for the month together with courier reports and write-ups of significant security incidents during the month. The reports will also reflect: personnel changes in the Detachment including changes in the [REDACTED] home leaves; TDY's; visitors; automobile accidents or other significant mishaps.

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b. As a general philosophy of communications, when doubt exists as to the propriety of advising Project Headquarters of a security incident, said doubt should be resolved in favor of such notification.